



CSSD Policy			
Subject:	Temporary Reissues and Reinstatements Policy	Number:	2011-09
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Approved By:	Benidia A. Rice, Director	Revision	Final
	Benidia A. Rice		

- I. **PURPOSE:** To make effective use of requests to reissue a Notice of Hearing and Order Directing Appearance (NOHODA) and motions to reinstate, ensuring that stalled cases are placed on the court's calendar efficiently. To explain that for the time being the court is not accepting reinstatement requests and therefore CSSD staff must submit new petitions instead. (Note: See yellow highlighted text throughout this policy for where temporary change impacts procedures.)
- II. **AGENCY IMPACT:** This policy impacts the various units of CSSD, in particular the Legal Services Section, the Intake Units 1 and 2.
- III. **REFERENCES:** The Rules Governing Domestic Relations Proceedings require that a NOHODA be issued for cases that are initiated by petition. Super. Ct. Dom. Rel. R. 4(a)(2). The D.C. Code also requires that a 45-day NOHODA be issued for any case seeking to establish support. D.C. Official Code § 46-206 (a) (2005 Supp.) The NOHODA is the notice that must be served upon the respondent. D.C. Official Code § 46-206. The D.C. Code outlines the requirements for retroactive child support. D.C. Official Code § 16-916.01(v).
- IV. **DEFINITIONS:** A "Notice of Hearing and Order Directing Appearance" (NOHODA) is a court form issued by the Clerk of the Family Court which commands the NCP to appear in court and gives the NCP notice of the hearing date, time and location, as well as the subject of the hearing, information that the NCP should bring, and consequences for failing to appear. A "Reissue" is the issue of a new NOHODA to the NCP. A reissue is appropriate in certain cases when a petition was previously filed but service could not be effectuated, requiring the case to be placed in relocate status. A "Reinstatement" is a request to the court by motion to reinstate a case that was previously dismissed without prejudice.
- V. **INQUIRIES:** Direct all inquiries to the Legal Services Section, (202) 724-6529; Intake Units 1 and 2, (202) 724-5192; or the Policy, Outreach, and Training Section, (202) 724-2131.
- VI. **POLICY:**
- A. **REISSUES AND REINSTATEMENTS**
- Reissues and reinstatements are very similar to Petitions for Paternity/Support in that they are requests to initiate paternity/support proceedings between the parties. The only

difference between reissues/reinstatements and petitions is that the former are used to restart existing cases that have stalled or been dismissed without prejudice, and the latter are used to initiate brand new cases between parties who have never filed against each other before. Reissues can also be used to request a new court date for any pending motion (e.g., contempts, modifications).

The particular mechanism (e.g., a reissue or a reinstatement) that CSSD will use depends primarily on how the court previously disposed of the case. Reissues and reinstatements may only be used in certain cases that meet specific criteria. Therefore, when a caseworker receives a request to reissue or reinstate a case, s/he must use the Reissue and Reinstatement Checklist (see Section VII Procedures below) to determine if either mechanism is appropriate before referring the case to the Legal Services Section for processing.

Cases should be evaluated according to the Reissue and Reinstatement Checklist whenever:

1. The CP requests the case to be reinstated or reissued.
2. The case is in relocate status and a new address has been provided on the location of the NCP.
3. Other cases deemed appropriate for evaluation.

**Note:** For the time being, the court is not accepting reinstatement requests. Staff should still use the Reissue and Reinstatement Checklist as instructed. The Checklist will direct staff to submit a new petition instead of a reinstatement when appropriate. (See yellow highlighted text throughout this policy for where temporary change impacts procedures.)

## **B. REASONS REISSUES AND REINSTATEMENTS MAY BE REJECTED**

Reissues and reinstatements can only be issued in certain specific instances. Below is a description of the policy related to reissues and reinstatements, including descriptions of specific reasons why requests may be rejected. A caseworker should run a specific case through the Reissue and Reinstatement Checklist found in Section VII, Procedures. (The Checklist reflects the policy described below.) If the caseworker finds when applying the facts of the case to the Checklist that the reissue or reinstatement should be rejected, there are additional processes that may need to be taken with the case depending on the reason for the rejection. (These additional processes are described in Section VI, Policy, below, not in the Checklist found in Section VII, Procedures.)

### **1. COURT DATE PENDING**

If a petition has been filed, and the case is pending before the court, then a reissue/reinstatement is moot. Particularly for cases with a recent docket number, the caseworker should take steps to ensure that the case is not already pending before



referring the case for a reissue/reinstatement. The caseworker shall check to determine if there is a pending court date using the steps listed in VII A Part 2 below.

If the case has been to court only once, then it is likely that the case is still pending before the court. (Legal Services Section may attempt to bring a case to court three times before placing the case in relocate status.)

## 2. ACTIVE SUPPORT OBLIGATION

A reissue or reinstatement is inappropriate in a case that has an active support obligation. When the caseworker receives a request from the CP to reissue or reinstate a case that already has an active support obligation, then it is likely that the CP simply requested the wrong legal mechanism to resolve the issues in his/her case. The caseworker should discuss the issues with the customer and refer the case appropriately.

### *a. CP is Not Receiving Child Support or Medical Support as Ordered*

The issue in this situation is enforcement of the existing order. The caseworker should:

- i. Search for employment and submit wage withholding, if possible.
- ii. If the NCP resides within the D.C. service area, then refer the case to the Enforcement Unit and, for Interstate cases, refer to the Interstate Unit enforcement specialist for a Motion for Contempt. [See 2009-16 Civil Contempt Motions for Failure to Pay Child Support Policy]
- iii. If the NCP resides outside of the D.C. service area, then refer the case to the Interstate Unit to register the order for enforcement in the state where the NCP resides. [See 2009-16 Civil Contempt Motions for Failure to Pay Child Support Policy]
- iv. In cases where a contempt filed within the last two years was sent to relocate and has not been resolved, a reissue is appropriate.

### *b. CP Wants to Increase Support*

The appropriate course of action is a Motion to Modify the support order. The case worker should:

- i. Gather information from the CP about her income, the child's needs and the NCP's income.
- ii. Refer the case to the Legal Services Section for a Motion to Modify, if appropriate.
- iii. In cases where a Motion to Modify filed within the last two years is still pending, a reissue may be appropriate.

*c. CP is No Longer Receiving/has Never Received Medical Support*

If when the original support order was entered, the court did not address medical support, then a Motion to Modify Medical Support is needed. The caseworker should:

- i. Gather information from the CP relating to medical insurance and unreimbursed medical expenses.
- ii. Refer the case to the Enforcement Unit or Interstate Unit for further analysis and referral, if appropriate, to the Legal Services Section.

3. NO NEW ADDRESS

A reissue may only be used when the case is in relocate status. The case is placed in this status when a petition was previously filed, but service was unsuccessful given the information provided about the NCP's whereabouts.

When the CP requests a reissue without providing a new address, and there is also no new address on DCCSES, this request should usually be rejected, because nothing has changed since the last time that service was unsuccessfully attempted. However, there are exceptions to this rule.

In cases where the CP has personal knowledge of the NCP's whereabouts, and it is clear that the NCP is simply evading service, a reissue may be appropriate even without a new address. In these cases the caseworker should collect a sworn affidavit attesting to the CP's knowledge that the NCP lives there and stating the basis of CP's knowledge. (See example in Attachment A.)

In addition, if it is clear from DCCSES and the case file that the attempts to serve the NCP were limited and the case was placed in relocate status prematurely, then the reissue may be appropriate. Further, when cases are relocated by the court but CSSD has not attempted service over the past three court dates, LSS will immediately reissue these cases. A new address is not needed in these cases because the prior address was never invalid in the first place. However, the caseworker shall prior to submission of the request verify the address through CLEAR or the Postmaster and document this in case notes and on the referral.

4. NEW PARTIES

*a. CP has Changed*

When the person who has custody of the Dependent(s) has changed, a reissue request must be rejected. The caseworker should refer to the Change of Payee Policy for guidance.

*b. NCP has changed*

When the CP has named a different NCP, often after the first putative father is excluded through DNA testing, a reissue request must be rejected and the same case should not be restarted. A new petition should be filed between the CP and the new NCP.

*c. Dependent(s) has changed*

Rather than starting a new case, the caseworker should refer the case, along with information relating to the paternity of the after-born child, to the Legal Services Section for a Motion to Add a Child to the existing support order. Prior to submission of the request, however, the caseworker shall make sure that the existing minor child(ren) in the case is/are not emancipated (see IV B 6 below for details). Further, if the caseworker notes in the course of reviewing case notes or elsewhere in DCCSES that the dependent is deceased, he or she should not refer the case to LSS for a reissue.

5. LACK OF LONG-ARM JURISDICTION OVER OUT-OF-STATE NCP

CSSD must have jurisdiction in a case to reissue a NOHODA. "Jurisdiction" means the legal authority of the court to require an NCP to appear in court. When the NCP lives in D.C., the D.C. Superior Court always has jurisdiction. It does not matter where the CP lives.

When the CP lives in D.C., but the NCP lives in another state, D.C. may have "long-arm" jurisdiction. See D.C. Code § 46-302.01 (2005). "Long-arm" jurisdiction allows the court to reach outside of its territorial borders when the NCP has sufficient contacts with the District of Columbia. "Long-arm" jurisdiction exists in child support cases only in any of the following situations:

- a. The child was conceived in D.C.
- b. The NCP used to live in D.C. with the child.
- c. The NCP used to live in D.C. and, while living in D.C., paid prenatal expenses or other support for the child.
- d. The child lives in D.C. because of actions of the non-custodial parent.
- e. The non-custodial parent consents to a child support case in the District. To show his/her consent, the NCP must appear in court for the child support case or file certain legal documents in the case.
- f. The NCP is personally served in D.C. This option is most successful when the non-custodial parent is employed in the District of Columbia. [See Where to File a Case: Local, Long-Arm or Interstate Policy]

If D.C. does not have long-arm jurisdiction over the NCP, or if D.C. has long-arm jurisdiction but the NCP resides outside of the service area [*see Long Arm Policy*], and the case does not involve paternity or contempt, then the caseworker reissues and sends the NOHODA by certified mail. If service is unsuccessful (or if the case involves paternity or contempt), the caseworker must refer the case to the Interstate Unit to initiate a case in the jurisdiction where the NCP resides.

#### 6. CHILDREN EMANCIPATED

Child support and paternity cases in the District of Columbia must be initiated prior to the child's 21<sup>st</sup> birthday. *Butler v. Butler*, 496 A.2d 621, 622 (D.C. 1985); D.C. Code § 16-2342 (2005). As previously stated, a reissue/reinstatement is virtually the same as filing a new petition. As a result, neither a reissue nor a reinstatement may be filed after the child has reached the age of majority. The caseworker should check the child's date of birth on DCCSES to make sure the child is not emancipated. The caseworker should also determine whether the child emancipated prior to reaching the age of 21 by referring to Policy Number 2008-21: Emancipation Policy and the non-monetary judgment screen.

#### 7. NCP INCARCERATED

A reissue may or may not be appropriate if the NCP is incarcerated.

If the issue at hand is the establishment of a support order, a reissue is only appropriate if the NCP is incarcerated in the D.C. Jail or the Central Treatment Facility (CTF). **(Even if the NCP has no assets or income, a reissue allows the Court to establish a \$0 order with instructions for the NCP to contact CSSD upon release for modification.)** If the NCP is incarcerated out-of-state, the case must be referred to the Interstate Unit.

If the issue is the establishment of paternity, a reissue is appropriate whether the NCP is incarcerated in the District or out-of-state. If the NCP is being held in the D.C. Jail or CTF, the NCP can not only be personally served, but a come-up request can also be executed by the P&S Clerk's Office and the NCP will be brought before the court for a hearing. Even when the NCP is incarcerated in a state or federal facility outside of the District of Columbia, arrangements can be made to secure the NCP's participation in court hearings by telephone and to collect the NCP's DNA sample for genetic testing.

#### 8. OUTSTANDING BENCH WARRANT

The court issues a bench warrant when the NCP fails to appear in court after receiving legal notice. The warrant can be used to arrest the NCP so that eventually

an order can be established. [See Bench Warrant Policy]. **If, when the NCP fails to appear in court, CSSD has employment and income information about the NCP, the Legal Services Section can also seek a default support order.**

A reissue is not appropriate when there is an outstanding bench warrant on the NCP. If the NCP failed to appear in court the first time s/he is unlikely to appear if a NOHODA is reissued. A second failure to appear would generate a second bench warrant, which has no additional legal effect. Bench warrants do not expire.

If CSSD obtains new employment and income information on the NCP at some point after the Court issues a bench warrant against the NCP, the Legal Services Section can seek a default order against the NCP using this information. (The NCP does not have to be arrested under the bench warrant before the Legal Service Section can establish this default order.)

Thus, if an SES sees a case in which there is bench warrant issued on an individual, he or she should check to see if CSSD has obtained new employment information. If there is new employment information, the following steps should take place:

1. The SES sends an employer statement to the new employer.
2. When the employer statement is returned verifying employment, salary, and health insurance information, the SES:
  - a. Enters Action Code I03 REF TO LSS FOR DEFAULT HRG. This (1) prints the 886 Information Exchange, (2) generates the Request for Default Hearing form with Other box checked allowing the worker to enter additional information.
  - b. Sends the 886, the Request for Default Hearing, and a copy of the employer statement to the Legal Services Section.
3. LSS rejects inappropriate requests by entering Action Code I04 REJ REF FOR DEFAULT HRG. This code sends a diary to the Intake 1 and 2 and Interstate managers. LSS enters case note briefly explaining why.
4. LSS accepts appropriate requests and files a motion for a default hearing.
5. LSS sends copies of any default orders after the hearing to both parties.

If the only new information is a new home address for the NCP in a case with an outstanding bench warrant, the caseworker should update DCCSES and send an 886 form to the Locate Unit Manager requesting him or her to forward the information to the appropriate person in the Paternity and Warrant Squad of the Metropolitan Police Department to execute the bench warrant. (The Administrative Assistant can be reached at (202) 727-3800.)

#### 9. DISMISSED WITH PREJUDICE

A reissue or reinstatement is inappropriate when the case has been dismissed with prejudice. A dismissal with prejudice means that the court has dismissed the case and that the same request between the same parties may not be initiated again. Typically,

the court would dismiss a case with prejudice when the results of a genetic test exclude the putative father. More often than not, this information can be found on the non-monetary judgment screen. (Unless the order specifically states that the dismissal is "WITH PREJUDICE" then the dismissal by default is without prejudice.)

The caseworker should be aware, however, of cases involving multiple children in which the putative father is excluded as to one child but is found to be a genetic match with the other children. The court may dismiss the case with prejudice only as related to the excluded child but may enter an order for the remaining children.

#### **10. SUSPENDED SUPPORT ORDER**

In some cases, both a reissue request and a reinstatement request should be rejected, and instead, a Motion to Modify should be entered. This may occur when the court has suspended an existing support obligation or entered a \$0 support order. The court may take these actions when an NCP is incarcerated and has no assets or when an NCP becomes temporarily disabled, and as a result, the NCP is unable to pay support.

The CP may request a reissue or reinstatement when the NCP is able to resume making payments. However, neither is appropriate. Instead, the Enforcement or Interstate caseworker should refer the case to the Legal Services Section for a Motion to Modify.

#### **C. REASONS REISSUES AND REINSTATEMENTS SHOULD NOT BE REJECTED**

Reissues and reinstatements should not be rejected by Intake 1 and 2, the Interstate Unit, or the Legal Services Section for the following reasons.

##### **1. "BAD" ADDRESS**

Reissues and reinstatement requests should not be rejected when the address on the system is valid. Many times there is a valid address on the system, but service of a NOHODA was unsuccessful—either because it was not really attempted, or because it was attempted but the NCP could not be found. A reissue or reinstatement should be permitted in these cases.

To determine whether an address is valid, CSSD staff should do all of the following: (1) Look at Summons Tracking and see if the Locate Unit attempted to serve the NCP at the address—it may be the case that the court date simply passed and no service attempts were made. Or maybe the investigator attempted to but was unable to serve the NCP but there was nothing wrong with the address. In both scenarios, the address is still valid. (2) Check Locate History to see if there are verifications of a given address from multiple sources. If there are, then the address is valid. If Locate



History shows that the address is not good because the NCP moved or it is an invalid post office box, etc., then the address is not valid. (3) Check case notes for indications of whether the address is valid. If, for example, a letter was sent to an NCP at an address to come into the office and he did, then the address is valid. (4) Check CLEAR to see if the address is still valid or secure verification that mail is delivered to NCP at the address provided through the Postmaster.

An address should not be deemed valid simply because several years ago it was valid and was not previously invalidated. On the other hand, an address should not be rejected simply because it is not new and there are no subsequent addresses in Locate History.

## 2. INCORRECT REQUEST

Before an Intake 1 or 2 or Interstate caseworker sends a reissue or reinstatement request to the Legal Services Section (LSS), the case will be reviewed under those units' quality control (QC) procedures.

At the end of every month (or quarterly if more appropriate), the Operations Section Chief will generate a report on the errors being made in the referrals from Intake 1 and 2 to LSS based on the action codes that LSS enters (e.g., 842 Reissue Rejected/Referral for Other Motion, 843 Reinstatement Rejected by Legal, etc.). In addition, the Operations and Legal Services Section Chiefs will communicate on an as-needed basis about trends in errors that the Legal Services Section finds in the referrals (that may not be detectable in the reports generated by the Operations Chief) so that the referrals can be improved.

### Incorrect Requests that Should Still be Processed by LSS

If Operations directs a reinstatement request to LSS when a reissue is appropriate, LSS should reject the request using the correct action code, make a note in case notes, and direct the case to the appropriate person within LSS to process it as a reissue. (See procedures below for details.)

If Operations directs a request to the Legal Services Section (LSS) for a reissue or reinstatement when a motion to modify is appropriate, LSS should reject the request using the correct action code, make a note in case notes, and direct the case to the appropriate person within LSS to process it as a motion to modify. LSS should **not** return the case to Operations. (See procedures below for details.)

Motions to modify that are incorrectly submitted will not be returned to Intake 1 and 2 or Interstate when there is sufficient information to file the modification. However, if additional information (such as parties' income, guideline calculations, etc.) is needed, the request will be rejected and returned.

If Operations mistakenly directs a request to LSS for a reinstatement, reissue, or motion to modify when a motion for support is appropriate, LSS should reject the request using the correct action code, make a note in case notes, and direct the case to the appropriate person within LSS to process it as a motion for support. LSS should **not** return the case to Operations.

## VII. **PROCEDURE:**

### A. **REISSUE AND REINSTATEMENT CHECKLIST**

#### **Part 1 – Determine whether there is an active support obligation**

**GO TO** Obligation Data screen. Does the Obligation Data screen state that there is an active support obligation?

1. If so, then neither a reissue nor reinstatement is appropriate. The appropriate course of action will depend on the issue that caused the CP to request a reissue/reinstatement. See Policy VI(B)(2), Active Support Obligation, for details.
2. If not, then answer the following question.

#### **Part 2 – Determine whether the case is currently pending in court**

**GO TO** Court Calendar by Case Number screen. Does the Calendar for the case show a hearing date in the future?

1. If so, then neither a reissue nor reinstatement is appropriate. Inform the custodial parent of the hearing date. Check the forms screen to see if notice of the hearing has been sent. If not (or if the CP informs CSSD that she or he has not received notice) Intake 1 and 2 or Interstate should refer the case to the Legal Services Section so that LSS may send written notice of the hearing date to the custodial parent.
2. If not, then answer the following question.

**GO TO** Non-Monetary Disposition screen and review the Non-Monetary Dispositions for the last hearing. Does the Non-Monetary Disposition screen show a future hearing date?

1. If so, then neither a reissue nor reinstatement is appropriate.
2. If not, then answer the following question.

**GO TO** Case Action Screen. Does the Case Action screen state that the Legal Services Section or NCP filed a petition, reissue or motion within the last six months?

1. If so, then the case may still be pending in court. Caseworker should pull the Legal Services Section file and determine the status of the case.
2. If not, then a reissue or reinstatement may be appropriate. Proceed to **Part 3**.

#### **Part 3 – Determine the proper mechanism for placing the case on the court's calendar**

A. Does the Non-Monetary Disposition screen state that the case was **relocated**?

1. If not, then reissue should be rejected. However, a reinstatement may be appropriate. Proceed to **Question B**.
2. If so, then answer the following questions:
  - a. Does CSSD have a new home/work address for the NCP?
    1. If so, then reissue may be appropriate. Proceed to **Question b**.
    2. If not, then reissue should be rejected unless there is a reason to believe that the previously unsuccessful address is valid or that the case was placed in relocate status prematurely without meaningful attempts at service. Referral to Legal Services Section should include information about why the address is valid.
  - b. Are the CP, NCP and all Dependents all unchanged from the original petition?
    1. If so, then a reissue may be appropriate. Proceed to **Question c**.
    2. If the CP or NCP has changed, then the reissue should be rejected. See Policy VI(B)(4), New Parties (above), for details.
    3. If the Dependents have changed, then the reissue should be rejected. The case instead should be referred to Legal Services Section for a Motion to Add a Child.
  - c. Does D.C. have personal jurisdiction over the NCP?
    1. If the NCP lives in D.C., then a reissue may be appropriate. Proceed to **Question d**.
    2. If the NCP does not live in DC, but there is a basis for long-arm jurisdiction, then a reissue may be appropriate. See Policy VI(B)(5), Long-Arm Jurisdiction (above), for details Proceed to **Question d**.
    3. If NCP does not live in D.C. and there is no basis for long-arm jurisdiction, or if D.C. has long-arm jurisdiction but the NCP resides outside of the service area, and the case does not involve paternity or contempt, then reissue and attempt service using certified mail. If service fails or the case involves paternity or contempt, then the local case should be closed and the case should be referred to the Interstate Unit.
  - d. Are the children emancipated?
    1. If the children are under 21 years of age, then a reissue may be appropriate. Proceed to **Question e**.
    2. If the children are over 21 years of age (or the child emancipated prior to the age of 21, possibly by court finding), then the reissue should be rejected and the case should be closed.

3. If some children are under 21 years of age and some children are over 21 years of age, then a reissue may be appropriate as to the children under 21 years of age only. Proceed to **Question e**.
- e. Is the child, custodial parent, or non-custodial parent deceased? (Check Rootsweb.)
    1. If the child, custodial parent, and non-custodial parents are not deceased, then a reissue may be appropriate. Proceed to **Question f**.
    2. If in the course of reviewing the case and case notes it is determined that the child, custodial parent, or non-custodial parent is deceased, then a reissue is not appropriate.
  - f. Is the NCP incarcerated?
    1. If not, then a reissue may be appropriate. Proceed to **Question g**.
    2. If the NCP in a "P" case (i.e., paternity) is incarcerated, then a reissue may be appropriate. It does not matter where the NCP is incarcerated in the United States. Proceed to **Question g**.
    3. If the NCP in an "S" case (i.e., support) is incarcerated ...
      - i. And the NCP is incarcerated in the D.C. Jail or Central Treatment Facility, then a reissue may be appropriate. (Even if the NCP has no assets or income, the Court can establish a \$0 order with instructions for the NCP to contact CSSD upon release for modification.) Proceed to **Question g**.
      - ii. And the NCP is incarcerated out-of-state, then the reissue should be rejected and the case should be referred to the Interstate Unit.
  - g. Is there is an outstanding bench warrant?
    1. If not, then refer the case to the Legal Services Section for a reissue.
    2. If so...
      - i. And CSSD has proof of the NCP's current employer and income, then refer the case to the Legal Services Section for an ex parte hearing on support.
      - ii. And there is no information about the NCP's current employer and income, then the reissue should be rejected.

**B. Does the Non-Monetary Disposition state that the case was dismissed without prejudice?**

1. If not, then the reinstatement should be rejected. Proceed to **Question C** to determine whether another course of action is warranted.



2. If so, then a reinstatement may be appropriate depending on the answers to the following questions:
  - a. Are the CP, NCP and all Dependents all unchanged from the original petition?
    1. If so, then a reinstatement may be appropriate. Proceed to **Question b.**
    2. If the CP or NCP has changed, then the reinstatement should be rejected.
    3. If the Dependents have changed, then the reinstatement should be rejected. The case instead should be referred to the Legal Services Section for a Motion to Add a Child.
  - b. Are the children emancipated?
    1. If the children are under 21 years of age, then a reinstatement may be appropriate. Proceed to **Question c.**
    2. If the children are over 21 years of age, then request for reinstatement should be rejected.
    3. If some children are under 21 years of age and some children are over 21 years of age, then a reinstatement may be appropriate as to the children that are under the age of 21 only. Proceed to **Question c.**
  - c. Is there a valid address for the non-custodial parent?
    1. If so then a reinstatement may be appropriate. Proceed to **Question d.**
    2. If there is no valid address, then the reinstatement should be rejected.
  - d. Does the Non-Monetary Disposition show that there is an **order still in place that was never terminated by the court?**
    1. If not, then proceed to **Question e.**
    2. If so then no reinstatement is necessary. The caseworker should send an 886 to the Audit and Program Management Unit instructing them to reactivate the obligation. As the order was active continuously (the custodial parent simply was not receiving IV-D services) no adjustment should be made to the arrears balance unless the custodial parent forgave some portion).
  - e. When the case was dismissed, did the court impose any conditions that must be satisfied before the case could continue?
    1. If not, then under normal circumstances you would refer the case to the Legal Services Section for reinstatement. However under this temporary policy, you must file a new petition.
    2. If so...

- i. And every condition has been satisfied, then under normal circumstances you would refer the case to the Legal Services Section for reinstatement with appropriate documentation showing the conditions have been met. However under this temporary policy, you must file a new petition.
- ii. And any of the conditions have not been satisfied, the reinstatement should be rejected and the CP should be notified on the conditions s/he must satisfy, usually genetic testing, before the case can be reinstated.

C. Does the Non-Monetary Disposition state that the case was **dismissed with prejudice**?

1. If not, then proceed to **Question D**.
2. If so, then no legal action may be taken on the case. The caseworker should refer the case for closure.

D. Does the Non-Monetary Disposition state that the support order was **stett**?

1. If not, then proceed to **Question E**.
2. If so, then refile case as new petition.

E. Does the Non-Monetary Disposition state that the support order was **suspended**?

1. If not, then contact the caseworker's manager to determine the appropriate course of action. (The Manager may decide that the Legal Services Section should be contacted for further direction.)
2. If so, then refer the case to the Legal Services Section for a Motion to Modify.

## B. **REISSUE PROCESS**

### Data Reliability Unit:

The Data Reliability will update the non-monetary dispositions from orders issued by the court, including ones related to reissues. Some of these non-monetary dispositions will trigger actions in other units such as the Locate Unit or the Legal Services Section.

The Data Reliability Unit also enters non-monetary disposition 332 if the post hearing data collection sheet shows the "[X] Relocate [X] Court ordered – 3<sup>rd</sup> hearing date" boxes checked (i.e. address is still valid). This code automatically sends a request to LSS for a reissue.

### Locate Unit:

When the Locate Unit finds a new address, it will enter Action Code 620 (for new home address) or Action Code 622 (for new employer address). These action codes will direct the cases to the task lists of the specialists in the Intake 1 and 2 Units for the appropriate follow up, including evaluation of whether a reissue is appropriate. (Action Code 254 refers the case to Legal Services Section.)

### Intake Units 1 and 2 or Interstate Unit:

Within 20 days of receiving a reissue request from the Locate Unit or a customer, the Intake 1 and 2 or Interstate caseworker will:

1. Use the checklist in this policy to determine the appropriate mechanism for processing the request.
2. Update DCCSES with any new information regarding the CP's or NCP's address or other pertinent information.
3. Prepare the reissue request for submission to the Legal Services Section, address the checklist and submit it to LSS via scan.
4. On the date the reissue request is submitted to the Legal Services Section, on the Case Action screen in DCCSES, enter Action Code 698 (Reissue Sent to Legal).
5. Attach ACEDS printout.

### Legal Services Section:

Reissue requests should be directed to the Legal Services Support Staff Manager. Requests may result from a customer request, a referral from Intake Units 1 and 2, the Interstate Unit, the Data Reliability Unit, or as a result of court action. Cases to be scheduled in each courtroom will be distributed evenly among the attorneys on the team designated to that courtroom. Cases which are not designated to a regular child support calendar courtroom or for which the courtroom is not determined will be assigned to Team IV (DR/DV Team) for review.

Within 5 business days of receiving a reissue request, the Legal Services Section shall:

1. Retrieve the Legal Services Section case.
2. Maintain a log of reissue referrals and add the new cases to the list.
3. Review the reissue request to determine whether a reissue is appropriate. Put notes of the review in the case file and mark initials.
4. Place the referral on top of the file and forward the file to an Attorney for review.
5. Forward the cases to the Attorney via Infolinx for review and write the date that each case was forwarded on the Reissue Log.

Within 10 business days of receiving the reissue request from the Legal Services Support Staff member, the Legal Services Section Attorney shall:

1. Review the case to determine whether a reissue is appropriate. This includes:
  - a. Verifying that the referral form is requesting a reissue.
  - b. Using the Checklist to verify that a reissue is appropriate.
  - c. Verifying that there is a new address for the NCP.
2. Enter notes in case file and DCCSES Case Notes about whether to reissue the case, reject the reissue, forward the case for other action and any other follow up that is required (for example, whether employment information is provided and a request for an employer statement should be sent).
3. For rejected reissues, write the reason for the rejection in case notes.
4. Return case files to the support staff member, with an indication of the appropriate disposition and Action Code to be entered.

Within 5 business days of receiving the reissue requests from the attorney, the support staff member shall:

1. If a correction is needed:
  - a. Enter Action Code 700 (Reissue Correction Needed) on the Case Action screen of DCCSES.
  - b. Enter Case Note in DCCSES and in the case file detailing the correction needed.
  - c. Return the reissue request to the unit that initially referred it to the Legal Services Section.
  - d. Return the file to the Legal Services Section file room.
2. If the reissue request is appropriate to file:
  - a. Enter Action Code 699 (Reissue Sent to Court) on the Case Action screen of DCCSES.
  - b. Send copy of petition to Paternity and Support Clerk's Office.
  - c. Make note in the case file of the date when the reissue was requested. Place initials after entry.
  - d. Return the file to the Legal Services Section file room.
  - e. Monitor court action. See instructions on "After filing reissue with the court" below.
3. If a reissue is not appropriate and case should be closed:
  - a. Enter Action Code 840 (Reissue Rejected/Referred for Case Closure) on the Case Action screen of DCCSES.

- b. Return the reissue referral sheet to the caseworker who initially made the referral to the Legal Services Section.
  - c. Return the file to the Legal Services Section file room.
- 4. If a reissue is not appropriate because there is an outstanding bench warrant and/or CSSD does not have any new information about the NCP:
  - a. If the reissue is being rejected because CSSD does not have any new information about the NCP (i.e., a new address), the LSS staff shall invalidate the address in DCCSES. (If the reissue is being rejected because there is an outstanding bench warrant, do not invalidate the address.)
    - i. Go to DC CSSD Absent Parent General Data Screen using whichever method you prefer. One way for LSS staff is to do the following:
      - 1. Select User Functions Menu.
      - 2. Select Case Data Menu.
      - 3. Select Maintain Noncustodial Parent Data Menu
      - 4. Select Maintain Noncustodial Parent General Data Menu.
    - ii. Enter case you want and press enter until you reach the DC CSSD Absent Parent General Data Screen.
    - iii. At "Enter Line to Modify" prompt enter type 14 for the Source line and press enter.
    - iv. You will get prompt that says, "14 Enter NC Address Source:XX" Type a question mark and press enter.
    - v. 214 Address Source Codes table will pop up in the lower right corner of the screen. Using the right and down arrows, scroll through the screens until you find code IIVD INVALID IV-D WORKER. Highlight this code and then press enter. INVALID IV-D WORKER should now appear in line 14 of DC CSSD Absent Parent General Data Screen. Line 15 SRC DATE is automatically filled in.
    - vi. Keep pressing enter until you go through all of the menus. This must be done for the changes to be saved and the invalidation of the address to be complete.
    - vii. Check to make sure your change is saved by re-accessing the case (one way to do this is by entering 99 Last Access on the cross reference screen). Check the DC CSSD Absent Parent General Data Screen and make sure that line 14 Source says IIVD INVALID IV-D WORKER.
  - b. Enter Case Action 841 (Reissue Rejected/Referral to Locate) on the Case Action Screen of DCCSES and make the appropriate notes in case notes.
  - c. Return the reissue referral sheet to the caseworker who initially made the referral to the Legal Services Section.
  - d. Return file to the Legal Services Section file room.



5. If reissue is not appropriate, but a reinstatement is:

- a. Enter Action Code 843 (Reinstatement Rejected by Legal) on the Case Action screen of DCCSES.
- b. Update Case Notes with, "Reissue inappropriate. New petition is required."
- c. Return the reinstatement referral sheet (including the notes about the reason for rejection) to the caseworker who initially made the referral to the Legal Services Section.
- d. Return the file to the Legal Services Section file room.

6. If reissue is not appropriate, but a motion to modify is:

- a. Enter Action Code 842 (Reissue Rejected/Referral for Other Motion) on the Case Action screen of DCCSES.
- b. Enter in case notes that the case is being sent for a motion to modify by the Legal Services Section.
- c. Forward the entire file via Infolinx to the appropriate person within the Legal Services Section for further action.

7. If reissue is not appropriate, but another legal course of action besides a reinstatement or motion to modify is needed:

- a. Enter Action Code 842 (Reissue Rejected/Referral for Other Motion) on the Case Action screen of DCCSES and make the appropriate notes in case notes.
- b. Forward the entire file via Infolinx to the appropriate person within the Legal Services Section for further action.

After filing reissue with the court, the support staff person will:

1. Monitor when NOHODA received from court. If the court does not issue a NOHODA within 45 days after the reissue is requested, the support staff person will follow up with the Paternity and Support Clerk's Office.
2. Within 5 business days of receiving the reissued NOHODA from the court:
  - a. Pull the case file.
  - b. Place copy of NOHODA in the file.
  - c. Make a photocopy of the NOHODA and petition.
  - d. On DCCSES, print Form FNTTP01 – Hearing Notice.
    - i. Go to Forms
    - ii. On the Form Menu, select 16 – Legal Services Section
    - iii. Select case
    - iv. Select 12 – FNTTP01 Hearing Notice

- e. Mail Hearing Notice, NOHODA and petition to the CP.
- f. Mail NOHODA and petition to NCP.
- g. Return case file to the Legal Services Section file room.

C. **REINSTATEMENT PROCESS**

Intake 1 and 2 Units:

Within 20 days of receiving a reinstatement request from the Locate Unit or 20 days of receiving a reinstatement request from a customer, the Intake 1 and 2 or Interstate caseworker will:

1. Using the checklist in this policy, determine the appropriate mechanism for processing the request.
2. Update DCCSES with any new information regarding the custodial or non-custodial party's address or other pertinent information.
3. Collect the \$5 fee from the CP, unless the minor child(ren) is/are currently receiving TANF. Follow the normal procedures for handling money.
4. If the checklist points to a reinstatement under normal circumstances but a new petition under this temporary policy, instruct the customer that a new petition will be filed.
5. Prepare a new petition for submission to the Legal Services Section and submit to LSS via scan.
6. Return case file to the Legal Services Section file room.

Legal Services Section:

1. If LSS receives a referral for a motion to reinstate that under normal circumstances LSS would deem to be a proper reinstatement request, the referral will be rejected. Case Notes will be updated to reflect that a new petition is required instead of a motion to reinstate pursuant to this temporary policy.
  - a. Enter Action Code 843 (Reinstatement Rejected by Legal) on the Case Action screen of DCCSES.
  - b. Update Case Notes to reflect that a new petition is required instead of a motion to reinstate pursuant to this temporary policy.



- c. Return the reinstatement referral sheet (including the notes about the reason for rejection) to the caseworker who initially made the referral to the Legal Services Section.
  - d. Return the file to the Legal Services Section file room.
- 2. If LSS receives a referral requesting a Reissue or some other motion, and LSS determines that a motion to reinstate would be appropriate, instead of filing the motion to reinstate, LSS will reject the referral and update Case Notes to reflect that a new petition is required instead of a motion to reinstate pursuant to this temporary policy.
  - a. Enter Action Code 843 (Reinstatement Rejected by Legal) on the Case Action screen of DCCSES.
  - b. Update Case Notes with, "Reissue/Other motion inappropriate. New petition is required."
  - c. Return the reinstatement referral sheet (including the notes about the reason for rejection) to the caseworker who initially made the referral to the Legal Services Section.
  - d. Return the file to the Legal Services Section file room.
- 3. If LSS receives a reinstatement request that is not appropriate as a reinstatement but is appropriate as a reissue:
  - a. Enter Action Code 843 (Reinstatement Rejected by Legal) on the Case Action screen of DCCSES.
  - b. Enter in case notes that the case is being sent for a reissue by the Legal Services Section.
  - c. Forward the entire file via Infolinx to the appropriate person within the Legal Services Section for further action.
- 4. If LSS receives a reinstatement request that is not appropriate as a reinstatement but is appropriate as a motion to modify:
  - a. Enter Action Code 843 (Reinstatement Rejected by Legal) on the Case Action screen of DCCSES.
  - b. Enter in case notes that the case is being sent for a motion to modify by the Legal Services Section.
  - c. Forward the entire file via Infolinx to the appropriate person within the Legal Services Section for further action.
- 5. If a reinstatement is not appropriate and no other legal action is needed:
  - a. Enter Action Code 843 (Reinstatement Rejected by Legal) on the Case Action screen of DCCSES.

- b. Return the reinstatement referral sheet (including the notes about the reason for rejection) to the caseworker who initially made the referral to the Legal Services Section.
- c. Return the file to the Legal Services Section file room.

Records Management Unit:

Under this temporary policy, new petitions will be filed rather than reinstatements. These petitions maintain the same IV-D number but will be assigned a new docket numbers for the legal files in the 6<sup>th</sup> Floor file room. RMU staff will do the following:

- a. Generate a sticker with the new docket number.
- b. Place the sticker on the existing paper file for the case, covering up the prior docket number.
- c. Place a separator sheet in the folder.
- d. Put information for the new docket on one side of the separator sheet, put information for the prior docket on the other side.
- e. Go to the DC CSSD Docket Numbers Selection Screen which lists all the docket numbers associated with the case, print it out, and place in the front of the folder.

D. **REFERRAL GUIDE**

Temporary amendment to the Referral Guide can be found in Appendix B.

**Appendix A**

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT**

____	Petitioner		
v.			Civil Action No. ____
____	Respondent		IV-D No. ____

**AFFIDAVIT OF KNOWN ADDRESS**

I, \_\_\_\_\_, solemnly swear or affirm under criminal penalties for the making of a false statement that I have read this paper and that the factual statements made in it are true to the best of my personal knowledge, information and belief:

I am a competent person over the age of 18.

I assert that the above named respondent lives at the following address.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My basis for this assertion is the following: [INSERT DETAILS OF WHY PETITIONER BELIEVES DEFENDANT IS AT ADDRESS, INCLUDING WHETHER DEFENDANT HAS BEEN SEEN THERE.]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature



Address

## Appendix B REFERRALS FROM OPERATIONS SECTION TO LEGAL SERVICES SECTION – AMENDED

Reason for Sending Case Back to Court ↓						
Current Status of the IV-D Case ↓	NEED ORDER FOR SUPPORT AND MEDICAL (No active monetary or medical non-monetary dispositions <sup>1</sup> )	NEED SUPPORT ORDER (No active monetary disposition)	NEED MEDICAL ORDER (No active medical non-monetary Disposition)	NEED TO MODIFY THE AMOUNT OF SUPPORT ORDERED	NEED TO CHANGE PAYEE <sup>2</sup> (Caption of petition reads: CP v. NCP; CP on behalf of DP v. NCP; In re DP v. NCP)	NEED TO ADD A CHILD TO AN EXISTING ORDER
PETITION WITHDRAWN	<b>Referral:</b> None; Intake/ Interstate Establishment files new petition	<b>Referral:</b> None; Intake/ Interstate Establishment files new petition	<b>Referral:</b> None; Intake/ Interstate Establishment files new petition	<b>Referral:</b> None; No valid order to be modified; See NEED SUPPORT ORDER	<b>Referral:</b> None; No valid order to change payee of; Intake/ Interstate Establishment files new petition for current CP included	<b>Referral:</b> None; No valid order to add child to; Intake/ Interstate Establishment files new petition for all children
RELOCATED WITH NEW ADDRESS (no orders entered)	<b>Referral:</b> Reissue <b>To:</b> D. Haynes-Rustin <b>From:</b> Intake/ Interstate Establishment <b>Research Required:</b> <ul style="list-style-type: none"><li>• Contact non-TANF CP if no contact with CSSD within the prior 12 months</li></ul> <b>Documents Required:</b> <ul style="list-style-type: none"><li>• Reissue form w/new address</li><li>• Checklist</li><li>• CP's health insurance info (if applicable)</li></ul>	<b>Referral:</b> Reissue <b>To:</b> D. Haynes-Rustin <b>From:</b> Intake/ Interstate Establishment <b>Research Required:</b> <ul style="list-style-type: none"><li>• Contact non-TANF CP if no contact with CSSD within the prior 12 months</li></ul> <b>Documents Required:</b> <ul style="list-style-type: none"><li>• Reissue form w/new address</li><li>• Checklist</li></ul>	<b>Referral:</b> Reissue <b>To:</b> D. Haynes-Rustin <b>From:</b> Intake/ Interstate Establishment <b>Research Required:</b> <ul style="list-style-type: none"><li>• Contact non-TANF CP if no contact with CSSD within the prior 12 months</li></ul> <b>Documents Required:</b> <ul style="list-style-type: none"><li>• Reissue form w/new address</li><li>• Checklist</li><li>• CP's health insurance info (if applicable)</li></ul>	<b>Referral:</b> None; No valid order to be modified; See NEED SUPPORT ORDER	<b>Referral:</b> None; No valid order to change payee of; Intake/ Interstate Establishment files new petition for current CP	<b>Referral:</b> Motion to Amend Petition to Add Child <b>To:</b> G. Latney <b>From:</b> Intake/ Interstate Establishment <b>Research Required:</b> <ul style="list-style-type: none"><li>• Verify child's existence</li></ul> <b>Documents Required:</b> <ul style="list-style-type: none"><li>• Amend petition form</li><li>• Verification of Vital Event or birth certificate</li></ul>

<sup>1</sup> Medical non-monetary dispositions are: 267 NCP Ordered to Maintain Med Ins; 269 NCP Ordered to Obtain Fut Med Ins; 291 NCP Order to Maintain Alt Med Ins; 292 NCP Ordered to Obtain Alt Med Ins; 450 NCP Ordered to Pay Cash Medical Support; 294 CP Ordered to Obtain Med Ins; 394 CP Ordered to Maintain Med Ins; 396 CP Ordered to Pay Cash Medical Support; 397 CP Ordered to Obtain Alt Med Ins; 398 CP Ordered to Maintain Alt Med Ins; 398 CP Ordered to Obtain Fut Med Ins; BM Both Parties Ordered to Obtain Med Ins; BM2 Both Parties Ordered to Obtain Fut Med Ins; BMM Both Parties Ordered to Maintain Med Ins

<sup>2</sup> If caption of the case reads D.C. ex rel: minor child v. NCP, then payee can be changed administratively, without filing anything in court. See Change of Payee policy.

<sup>3</sup> Referrals should be scanned to the appropriate recipient in the Legal Services Section.

RELOCATED WITH SAME ADDRESS (no orders entered; but existing address is valid despite prior unsuccessful service attempts)	<p><b>Referral:</b> Reissue <b>To:</b> D. Haynes-Rustin <b>From:</b> Intake/ Interstate Establishment</p> <p><b>Research Required:</b></p> <ul style="list-style-type: none"> <li>• Contact non-TANF CP if no contact with CSSD within the prior 12 months</li> <li>• Send postal verification letter and/or employer verification</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>• Reissue form stating basis for referral</li> <li>• Checklist</li> <li>• Postal Verification letter for NCP's address completed by USPS and/or employer</li> <li>• CP's health insurance info (if applicable)</li> </ul>	<p><b>Referral:</b> Reissue <b>To:</b> D. Haynes-Rustin <b>From:</b> Intake/ Interstate Establishment</p> <p><b>Research Required:</b></p> <ul style="list-style-type: none"> <li>• Contact non-TANF CP if no contact with CSSD within the prior 12 months</li> <li>• Send postal verification letter and/or employer verification</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>• Reissue form stating basis for referral</li> <li>• Checklist</li> <li>• Postal Verification letter for NCP's address completed by USPS and/or employer</li> <li>• CP's health insurance info (if applicable)</li> </ul>	<p><b>Referral:</b> None; No valid order to be modified; See NEED SUPPORT ORDER</p>	<p><b>Referral:</b> None; No valid order to change payee of; Intake/Interstate Establishment files new petition for current CP</p>	<p><b>Referral:</b> Motion to Amend Petition to Add Child <b>To:</b> G. Latney <b>From:</b> Intake/ Interstate Establishment</p> <p><b>Research Required:</b></p> <ul style="list-style-type: none"> <li>• Verify child's existence</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>• Amend petition form</li> <li>• Verification of Vital Event or birth certificate</li> </ul>
STET (usually only older, pre- conversion cases)	<p><b>Referral:</b> None; Intake/ Interstate Establishment files new petition</p>	<p><b>Referral:</b> None; Intake/ Interstate Establishment files new petition</p>	<p><b>Referral:</b> None; No valid order to be modified; See NEED ORDER FOR SUPPORT AND MEDICAL</p>	<p><b>Referral:</b> None; No valid order to change payee of; Intake/Interstate Establishment files new petition for current CP</p>	<p><b>Referral:</b> None; No valid order to add child to; Intake/ Interstate Establishment files new petition for all children</p>

DISMISSED (no orders entered)	<b>Referral:</b> None; Intake/ Interstate Establishment files new petition	<b>Referral:</b> None; Intake/ Interstate Establishment files new petition	<b>Referral:</b> None; No valid order to be modified; See NEED ORDER FOR SUPPORT AND MEDICAL	<b>Referral:</b> None; No valid order to change payee of; Intake/ Interstate Establishment files new petition for current CP	<b>Referral:</b> None; No valid order to add child to; Intake/ Interstate Establishment files new petition for all children
DISMISSED (as to support only; Medicaid reimbursement or health insurance order was entered)	<p><b>Referral:</b> Motion for Support  <b>To:</b> N. Johnson for assignment to AAG  <b>From:</b> Enforcement/ Interstate Enforcement  <b>Research Required:</b></p> <ul style="list-style-type: none"> <li>Determine reason for dismissal from order or Non-monetary</li> <li>Verify that basis for Disposition</li> <li>Verify that basis for dismissal, if any, is no longer applicable</li> <li>Contact non-TANF CP if no contact with CSSD within the prior 12 months or if previously waived support</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>Reinstatement form stating basis for referral</li> <li>Checklist</li> <li>Any relevant documentation showing that basis for dismissal no longer applicable</li> </ul>	<p><b>Referral:</b> Motion for Support  <b>To:</b> N. Johnson for assignment to AAG  <b>From:</b> Enforcement/ Interstate Enforcement  <b>Research Required:</b></p> <ul style="list-style-type: none"> <li>Determine reason for dismissal from order or Non-monetary</li> <li>Disposition</li> <li>Verify that basis for dismissal, if any, is no longer applicable</li> <li>Contact non-TANF CP if no contact with CSSD within the prior 12 months or if previously waived support</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>Reinstatement form stating basis for referral</li> <li>Checklist</li> <li>Any relevant documentation showing that basis for dismissal no longer applicable</li> </ul>	<p><b>Referral:</b> Motion for Support  <b>To:</b> N. Johnson for assignment to AAG  <b>From:</b> Enforcement/ Interstate Enforcement  <b>Research Required:</b></p> <ul style="list-style-type: none"> <li>Determine reason for dismissal from order or Non-monetary</li> <li>Disposition</li> <li>Verify that basis for dismissal, if any, is no longer applicable</li> <li>Contact non-TANF CP if no contact with CSSD within the prior 12 months or if previously waived support</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>Reinstatement form stating basis for referral</li> <li>Checklist</li> <li>Any relevant documentation showing that basis for dismissal no longer applicable</li> </ul>	<p><b>Referral:</b> Change Payee  <b>To:</b> N. Johnson  <b>From:</b> Intake/ Interstate Establishment  <b>Research Required:</b></p> <ul style="list-style-type: none"> <li>Verify change in custody/former CP death, etc.</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>886 stating basis for referral</li> <li>New CP application packet</li> <li>Proof of custody change</li> </ul>	<p><b>Referral:</b> Motion to Amend Petition to Add Child  <b>To:</b> G. Latney  <b>From:</b> Intake/ Interstate Establishment  <b>Research Required:</b></p> <ul style="list-style-type: none"> <li>Verify child's existence</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>Amend petition form</li> <li>Verification of Vital Event or birth certificate</li> <li>CP request to reinstate</li> <li>Proof of \$5 fee paid</li> <li>Checklist</li> <li>Any relevant documentation showing that basis for dismissal no longer applicable</li> </ul>

ORDER SUSPENDED	<p><b>Referral:</b> Motion for Support  <b>To:</b> N. Johnson for assignment to AAG  <b>From:</b> Enforcement/Interstate Enforcement  <b>Research Required:</b></p> <ul style="list-style-type: none"> <li>• Determine reason for suspension from order or Non-monetary</li> <li>Disposition</li> <li>• Verify that basis for suspension, if any, is no longer applicable</li> <li>• Contact non-TANF CP if no contact with CSSD within the prior 12 months or if previously waived support</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>• 886 stating basis for referral</li> <li>• Any relevant documentation showing that basis for suspension no longer applicable</li> <li>• Checklist</li> <li>• CP's health insurance info (if applicable)</li> </ul>	<p><b>Referral:</b> Motion for Support  <b>To:</b> N. Johnson for assignment to AAG  <b>From:</b> Enforcement/Interstate Enforcement  <b>Research Required:</b></p> <ul style="list-style-type: none"> <li>• Determine reason for suspension from order or Non-monetary</li> <li>Disposition</li> <li>• Verify that basis for suspension, if any, is no longer applicable</li> <li>• Contact non-TANF CP if no contact with CSSD within the prior 12 months or if previously waived support</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>• 886 stating basis for referral</li> <li>• Any relevant documentation showing that basis for suspension no longer applicable</li> <li>• Checklist</li> </ul>	<p><b>Referral:</b> Motion to Add Medical  <b>To:</b> L. Taylor  <b>From:</b> Enforcement/Interstate Enforcement  <b>Research Required:</b></p> <ul style="list-style-type: none"> <li>• Determine reason for suspension from order or Non-monetary</li> <li>Disposition</li> <li>• Verify that basis for suspension, if any, is no longer applicable</li> <li>• Contact non-TANF CP if no contact with CSSD within the prior 12 months or if previously waived support</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>• 886 stating basis for referral</li> <li>• Any relevant documentation showing that basis for suspension no longer applicable</li> <li>• Medical Checklist</li> <li>• CP's health insurance info (if applicable)</li> </ul>	<p><b>Referral:</b> Motion for Support  <b>To:</b> N. Johnson for assignment to AAG  <b>From:</b> Enforcement/Interstate Enforcement  <b>Research Required:</b></p> <ul style="list-style-type: none"> <li>• Determine reason for suspension from order or Non-monetary</li> <li>Disposition</li> <li>• Verify that basis for suspension, if any, is no longer applicable</li> <li>• Contact non-TANF CP if no contact with CSSD within the prior 12 months or if previously waived support</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>• 886 stating basis for referral</li> <li>• Any relevant documentation showing that basis for suspension no longer applicable</li> <li>• Checklist</li> </ul>	<p><b>Referral:</b> None; Intake/RSR  Establishment files new petition for current CP</p>	<p><b>Referral:</b> Motion to Amend Petition to Add Child  <b>To:</b> G. Latney  <b>From:</b> Intake/ Interstate Establishment  <b>Research Required:</b></p> <ul style="list-style-type: none"> <li>• Verify child's existence</li> <li>• Determine reason for suspension from order or Non-monetary</li> <li>Disposition</li> <li>• Verify that basis for suspension, if any, is no longer applicable</li> </ul> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>• Amend petition form</li> <li>• Verification of Vital Event or birth certificate</li> <li>• Any relevant documentation showing that basis for suspension no longer applicable</li> </ul>
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<b>VALID TEMPORARY ORDER</b>	<b>Referral:</b> Reissue <b>To:</b> D. Haynes-Rustin <b>From:</b> Enforcement/ Interstate Enforcement <b>Documents Required:</b> <ul style="list-style-type: none"> <li>• 886 requesting permanent order</li> <li>• CP's health insurance info (if applicable)</li> </ul>	<b>Referral:</b> Reissue <b>To:</b> D. Haynes-Rustin <b>From:</b> Enforcement/ Interstate Enforcement <b>Documents Required:</b> <ul style="list-style-type: none"> <li>• 886 requesting permanent order</li> <li>• CP's health insurance info (if applicable)</li> </ul>	<b>Referral:</b> Reissue <b>To:</b> D. Haynes-Rustin <b>From:</b> Enforcement/ Interstate Enforcement <b>Documents Required:</b> <ul style="list-style-type: none"> <li>• 886 requesting permanent order</li> <li>• CP's health insurance info (if applicable)</li> </ul>	<b>Referral:</b> Reissue <b>To:</b> D. Haynes-Rustin <b>From:</b> Enforcement/ Interstate Enforcement <b>Documents Required:</b> <ul style="list-style-type: none"> <li>• 886 requesting permanent order</li> </ul>	<b>Referral:</b> Reissue <b>To:</b> D. Haynes-Rustin <b>From:</b> Enforcement/ Interstate Enforcement <b>Documents Required:</b> <ul style="list-style-type: none"> <li>• 886 requesting permanent order</li> <li>• CP's health insurance info (if applicable)</li> </ul>	<b>Referral:</b> Reissue <b>To:</b> D. Haynes-Rustin <b>From:</b> Enforcement/ Interstate Enforcement <b>Documents Required:</b> <ul style="list-style-type: none"> <li>• 886 requesting permanent order</li> <li>• CP's health insurance info (if applicable)</li> </ul>	<b>Referral:</b> Reissue <b>To:</b> D. Haynes-Rustin <b>From:</b> Enforcement/ Interstate Enforcement <b>Documents Required:</b> <ul style="list-style-type: none"> <li>• 886 requesting permanent order</li> <li>• CP's health insurance info (if applicable)</li> </ul>	<b>Referral:</b> Change Payee <b>To:</b> N. Johnson <b>From:</b> Intake/ Interstate Establishment <b>Research Required:</b> <ul style="list-style-type: none"> <li>• Verify change in custody/former CP death, etc.</li> </ul> <b>Documents Required:</b> <ul style="list-style-type: none"> <li>• 886 stating basis for referral</li> <li>• New CP application packet</li> <li>• Proof of custody change</li> </ul>	<b>Referral:</b> Motion to Amend Petition to Add Child <b>To:</b> G. Latney <b>From:</b> Intake/ Interstate Establishment <b>Research Required:</b> <ul style="list-style-type: none"> <li>• Verify child's existence</li> </ul> <b>Documents Required:</b> <ul style="list-style-type: none"> <li>• Amend petition form</li> <li>• Verification of Vital Event or birth certificate</li> </ul>		
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Instructions for Determining the "CURRENT STATUS OF THE IV-D CASE"

RELOCATED – Case should be in Case Status 104 LOCATE NEEDED or Case Status 500 LOCATE QUARTERLY. The last non-monetary disposition should be 296 RELOCATE-INVALID ADDRESS.

DISMISSED – Most recent court order will state that the case was dismissed or that the order was terminated. The last non-monetary disposition should be 102 DISMISSED WITHOUT PREJUDICE, and the active Case Status should be 920 CLOSED-DISMISSED WITHOUT PREJUDICE. However, it is possible that a case that was dismissed by the court could be in a Relocate status if the basis for the dismissal was a failure to serve the NCP. Therefore, the key to determining whether the case was dismissed is the last court order. Review the Non-monetary Disposition Screen first, and review the actual order if the basis for the dismissal is not clear from DCCSES. If the order itself does not illuminate the basis for the dismissal, then no verification of the factual situation is required. Please note that if the non-monetary disposition is 101 DISMISSED WITH PREJUDICE, this means that the case is prohibited from being restarted or re-filed. If you encounter this code for a case that you believe needs support/paternity/medical support, please see your manager.

STET – This applies only to pre-conversion cases. The "Stet" status will be noted in the Case Notes that were automatically populated into DCCSES from the Court during conversion. Review the Case Notes Screen.

ORDER SUSPENDED – Most recent court order will state that the order was suspended. The last monetary disposition should be 323 ORDER MODIFIED/SUSPENDED, and the active Case Status is likely to be 122 HEARING COMPLETE. Review the Non-monetary Disposition Screen first, and review the actual order if the basis for the suspension is not clear from DCCSES. If the order itself does not illuminate the basis for the suspension, then no verification of the factual situation is required.

VALID ORDER – Review Non-monetary Disposition Screen and Monetary Disposition Screen first to determine whether a valid order exists. The non-monetary dispositions that reflect a support order are 134 TEMPORARY SUPPORT ORDER (TSO), 135 PERMANENT SUPPORT ORDER (PSO), and 169 ORDER SIGNED & FILED. With the latter non-monetary disposition (169), you will need to review the text of the order to determine whether or not it addresses support. The order cannot have been terminated, dismissed, placed in stet status or suspended in order to be considered valid.